

Department of Administrative Services
Division of Construction Services
Job Title: Construction Services (CS) Project Manager – 4 Positions

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Employees of the Department of Administrative Services on the current CS Project Manager Examination List

Location: 165 Capitol Avenue, Hartford, CT 06106

Job Posting No: 0368ES (PCN 4232, 4170, 4212 and 4334)

Hours: 35 hours per week

Salary: \$79,475 - \$109,746 (ES 31)

Closing Date: May 22, 2015

Examples of Duties: Ensures department meets objectives of agency project program including size, quality and schedule; makes arrangements for utilization and oversees work of both external and internal resources such as architects, engineers, consultants and inspection personnel for each project; coordinates contacts with client agencies to determine and meet their needs and manages all phases of projects from inception through design and construction up to and including furnishing and occupancy; conducts project planning conference with client agency to determine scope of project and services required; establishes resource requirements; determines availability of funding; responsible for monitoring and overseeing project budgets and ensuring projects costs remain within budget; notifies Bidding and Contracts section of contract needs and provides input on required contract documents including preparation of project description for advertising; monitors contract review; establishes bonding needs; evaluates architectural and engineering firms proposing to contract with state; assists in reviews of proposals; monitors and directs contract execution; negotiates or assists in negotiating fees, terms and conditions; ensures timely use of all resource groups; conducts meetings (project construction, etc.); coordinates with client agency regarding changes in program content, schedule and costs; prepares report for client agency and administration; ensures compliance to codes, permits, etc. through resource group; ensures timely resolution of construction problems; monitors shop drawing processing; recommends approval of proceed orders and change orders; ensures timely completion of construction; coordinates with Equipment section to ensure timely delivery of furniture; coordinates with agency for timely occupancy; arranges and conducts post-occupancy evaluations; must identify issues potentially affecting program throughout entire process; performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of principles, practices and methods of large scale building design and construction; considerable knowledge of project management concepts; considerable knowledge of legislative process in bonding of funds for capital building projects; knowledge of state design codes and national standards; knowledge of statutes, regulations and laws governing construction permits; knowledge of building materials; knowledge of contract documentation; interpersonal skills; oral and written communication skills; negotiating skills; considerable administrative ability; ability to maintain records and prepare reports; mathematical ability.

General Experience: Eight (8) years of experience in the design and construction of commercial, industrial or institutional structures involving any combination of the following: architectural or engineering design or review; construction supervision; project estimation or project management.

Special Experience: Two (2) years of the General Experience must have included responsibility for contract negotiations and coordination of architectural, engineering, cost review, equipment and physical operations.

Note: For state employees the Special Experience is interpreted at the level of Construction Services Associate Project Manager.

Substitutions Allowed:

1. College training in architecture, engineering or construction management may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in architecture, engineering or construction management may be substituted for one (1) additional year of the General Experience.

Preferred Experience: In addition to the above requirements, the preferred candidate will have experience in developing and maintaining project budgets and schedules.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, résumé, Application for Employment (http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf), attendance records for the past 2 years, and your last two service ratings to:

Department of Administrative Services
165 Capitol Avenue
Hartford, CT 06106
Attn: Ms. Morgan Roane
Fax: 860-730-8278
Email: morgan.roane@ct.gov

Applications will be accepted by U.S. Mail, email or fax. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.